



A Day in the Life of “Dear Neri, please add this event to my website”

This happens more often than not, slightly funny I suppose... *unless you are me*

- Read client's email, *assume* which page it's going on, because they didn't say
- Login to website cPanel, copy & paste the format of similar event, if one already exists
- Otherwise; style the section of the page where the new event is to be displayed
- Copy and paste new event information from email or Word doc, if client has sent PDF, convert PDF to a doc format, before being able to copy and paste anything
- Notice an error in time or day/date, email for clarification
- Add a button to link event info to the registration form for that event, if needed
- If there isn't a button already in use, build a registration form and button for the event
- Add a paypal button if paying via website and test
(potentially cannot login as client has changed password, email back for details) or,
- Add a link to Stickytickets etc if client wants to use a third party event site
- Set up Stickytickets account for client, if they don't want to/can't themselves
- Check spelling, read details as an 'outsider', save and send page to client for approval

“Thanks Neri, I also need a Facebook Event Banner and Flyer for Facebook”

- me “sigh”.. *“that would have been good to know first up as now I know I will have to charge for the work as it's gone over the 15 minutes, but I have already started the job”*
OR, “I really don't have to time complete this today, as I didn't know you wanted this as well, so you will have to wait until next working day”
- Go to Photoshop and open Facebook Event Banner Template, use client's web/logo images and make up event details for Facebook Event Banner
- Still have not heard back re day/date error so leave as is until then
- Next day get correction and finish and send event banner for approval

“How do I add an event to Facebook?”

- I sigh “Google it” - but find the information online and email client *“here is the link to setting up an Event Page on Facebook, let me know if you get stuck”*
- I think, *“I must make that a new article on my website”* so I don't keep answering the same questions over and over.... wait, why don't people just Google things? - Oh because they have me... *“I must do something about that”*
- *Send client bill for extra time, client complains*